

DATE ENTERED INTO RECEPTION DIARY	/ /
NAME OF PERSON ENTERING INFO	
BOOKING REFERENCE	
DATE CATERING/REFRESHMENTS ORDERED	/ /

Jakeman Nursery School Room Hire Charges and Booking Form

If you would like to make a general enquiry first, please email enquiry@jakeman.bham.sch.uk

Details of person booking the room

Name	
Role	
Organisation and Organisation Address	
Contact Number	
Email Address	
Date of Event	
Title Of Meeting/Training/Visit	
Name of Trainer/Presenter/Visit Leader	



Cancellation Policy

Cancellation received less than 48 hours prior to booking date	100% of Total Fee
Cancellation received in writing less than 5 working days prior to booking date	50% of Total Fee
Cancellation received in writing 10 working days prior to booking date	No Charge

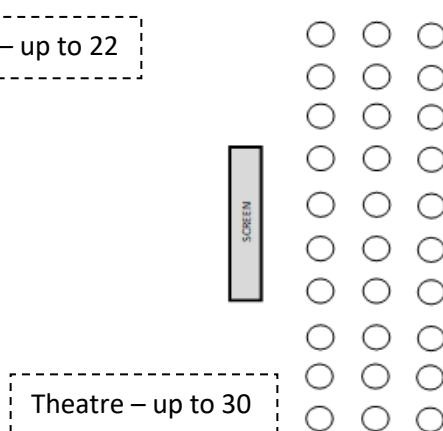
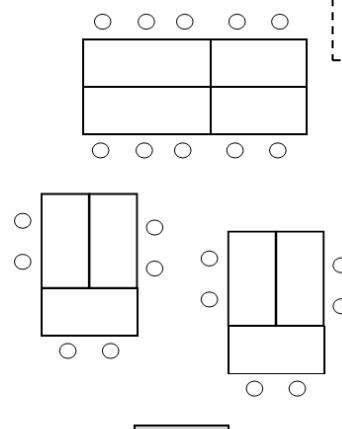
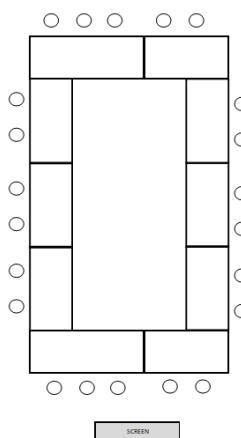


Special Provisions/requirements

Details	
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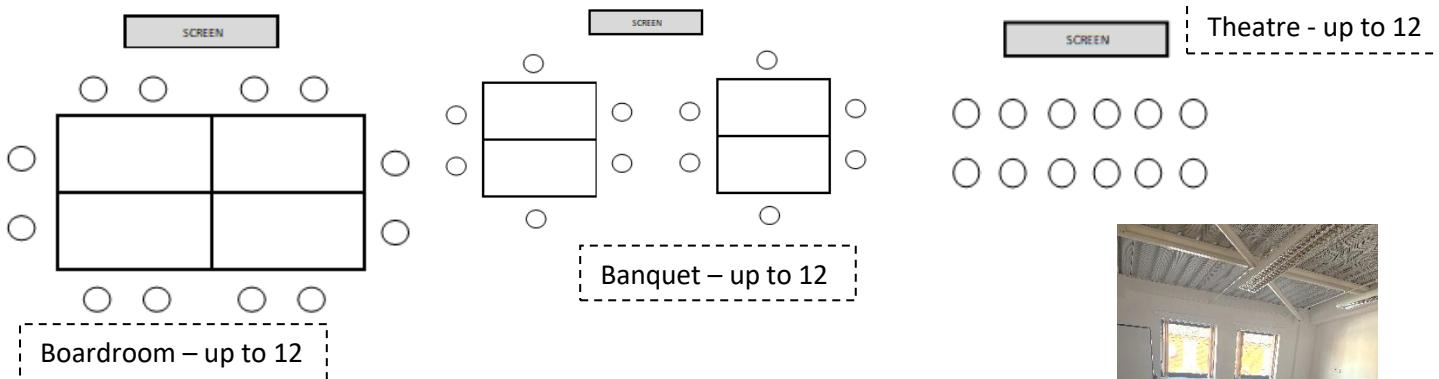
Large Meeting/Training Room Layout Choices



Boardroom – up to 26



Small Meeting/Training Room Layout Choices



Additional information:

- Parking in the Jakeman carpark is first come, first served**
- There is parking on residential streets close to the Nursery**
- Training room is located in the 2 storey-building, on the left hand side of the carpark**
- All attendees must sign in and out with the facilitator/organisation**
- Mobile phone use is not permitted on the ground floor of the building**
- Please refer to Fire Evacuation Procedures shared at point of booking confirmation. The facilitator shares this information with attendees.**
- The training/meeting room is located on the first floor. Please note, the lift is currently out of use.**
- Toilet facilities are available on both ground and first floors.**
- Should any of the attendees have any concerns of a child protection or safeguarding nature, please ask at reception in the main nursery building for the DSL on duty.**



ROOM	ROOM CAPACITY	Charges	Select: Full day/ AM/ PM / # of hours	Room Set up: (Please highlight or tick)	Date(s) Required:
Large Training Room (Interactive screen)	Max 30	£150 per full day** £80 per half day* £25 per hour		Boardroom Banquet Horseshoe 1 Horseshoe 2 Theatre Other:	
Small Training Room (No Interactive Screen)	Max 10/12	£70 per full day** £38 per half day* £12 per hour		Boardroom Banquet Theatre Other:	

***HALF DAY BOOKING - 8AM-12NOON OR 12:30PM -4:30PM**

**** FULL DAY BOOKING - 8AM-4:00PM**

Invoice to be sent to:

Name	
Role	
Address	
Contact Number	
Email Address	
Total Cost	
Purchase Order Number	
Invoice Sent date & by whom	
Payment Received by & date	

ALL BOOKING FORMS TO BE EMAILED TO AMNA BIBI – a.bibi@jakeman.bham.sch.uk